



Connecticut Low-Income Weatherization Assistance Program Request for Proposals Release date: June 2, 2016 Responses due: July 1, 2016

Request for Proposals Number: BETP 20160602

Background:

The Department of Energy and Environmental Protection, Bureau of Energy and Technology Policy (BETP) is soliciting proposals from interested entities to provide weatherization services to low-income households as part of Connecticut's Weatherization Assistance Program. The services will be performed in accordance with the regulations set forth by the U.S. Department of Energy in *Title 10 of the Code of Federal Regulations Part 440 [10 CFR 440]* which defines the requirements of the Federal Weatherization Assistance Program (WAP) for low-income persons. The Uniform Administrative Guidance for this grant is outlined in *Title 2 of the Code of Federal Regulations Part 200 [2 CFR 200]*, and in accordance with the provisions and procedures contained in the Connecticut Low-Income Weatherization Assistance Program (CT WAP) Policy and Procedures Manual and in the Connecticut Low-Income Weatherization Assistance Program Standard Work Specifications*

Deadline for Submission of Proposals:

Friday, July 1, 2016 @ 4:00 pm

Non-confidential versions of proposals must be submitted electronically through the E-Filings Page and Submit an Un-Redacted version via E-Mail to:

Connecticut Weatherization Assistance Program
Department of Energy and Environmental Protection
Bureau of Energy and Technology Policy
10 Franklin Square, New Britain, CT 06051-2655
ATTN: Debra Morrell, Administrative Hearings Coordinator

For Further Information Please Contact:

Debra Morrell, Administrative Hearings Coordinator

Phone: (860) 827-2688

E-Mail: DEEP.EnergyBureau@ct.gov

Address: Connecticut Department of Energy and Environmental Protection

Bureau of Energy and Technology Policy

10 Franklin Square, New Britain, CT 06051

Attn: Connecticut Weatherization Assistance Program Request for Proposals

Please reference BETP 20160602 in the first line of your inquiry

Award Notification:

Respondents will be notified by **August 31, 2016** as to whether or not their proposals have been selected for funding through a publicly posted notice and direct email or letter.

* www.ct.gov/deep/wapsubgrantees

**If there is no electronic copy of the proposal submitted the applicant must provide five paper copies for review.

Definitions

Community Action Agency (CAA)

A private non-profit or public organization in Connecticut that was created to combat poverty in geographically designated areas, and has received designation as a Community Action Agency, either from the local government under the provisions of the Economic Opportunity Act of 1964, or from the state under the Community Services Block Grant Act of 1981 as amended.

Competing Provider

An eligible service provider from that has identified one or multiple designated service areas that they wish to serve as subgrantee to this grant that they have not previously served as an incumbent provider.

Contractor

A private, not public, person or business that operates as an independent contractor, to provide some portion of the work or direct services that the "Subgrantee" has agreed to perform as part of the proposed scope of work.

Connecticut Low-Income Weatherization Assistance Program (CT WAP)

The Connecticut Low-Income Weatherization Assistance Program is a program located within the Connecticut Department of Energy and Environmental Protection, which utilizes funding from DOE-Weatherization Assistance Program for Low-Income Persons *10 CFR Part 440*.

The Connecticut Department of Energy and Environmental Protection (DEEP)

The Connecticut Department of Energy and Environmental Protection, is also referred to as the "Grantee," and is the designated program administrator of the Connecticut Low-Income Weatherization Assistance Program.

Department of Energy (DOE)

The U.S. Department of Energy is the parent agency responsible for monitoring the performance of the national Low-Income Weatherization Assistance Program and designating the amount of funding allocated to the State, Territory or Tribe that is designated the "Grantee", based upon the allocations granted by Congress to the national program.

Grantee

The Connecticut Department of Energy and Environmental Protection is the grantee acting as program administrator for the Connecticut Low-Income Weatherization Assistance Program that receives grants from the DOE awarded under *10 CFR Part 440*.

Incumbent Service Provider

At the time of issuance of this Request for Proposal, the agency or unit of local government that currently provides Weatherization Assistance Services as a subgrantee to an existing service area for Federal Program Year 2015 and is eligible to submit a proposal to continue providing services to the same service area for the contract period Federal Program Year 2016 (July 1st, 2016 to June 1st, 2017) is designated as the incumbent provider as is indicated in *Attachment C- Connecticut Low-Income Weatherization Assistance Program Service Areas*.

Memorandum of Agreement (MOA)

Memorandum of Agreement, for the purposes of this Request for Proposal is a document that exists between two or more non-profit organizations to provide weatherization services in a given service area by sharing resources provided by this grant and any funds leveraged utilizing Department of Energy funds.

Quality Control Inspector (QCI)

Quality Control Inspector is a home energy performance credential that is certified by the Building Performance Institute that is required in order to perform final inspections for the Connecticut Weatherization Assistance Program after July 1st, 2015. In Connecticut this is a contracted position as part of the Grantee Statewide Training and Technical Assistance Grant.

Respondent

As required by 10 CFR 440.15, an entity submitting a proposal to be a “Subgrantee” in response to this Request for Proposals must be a non-profit corporation under the Connecticut state statutes and designated as a charitable organization by the Internal Revenue Service (IRS), designated as a Connecticut unit of regional or municipal government or, designated a Connecticut Community Action Agency. For further clarification please refer to the [Connecticut Weatherization Assistance Program Operations Manual](#) Section 103.

State

The State of Connecticut, also referred to as “Program Administrator” and “Grantee” for the Low-Income Weatherization Assistance Program in the State of Connecticut.

Subgrantee

Selected local providers are “subgrantees” of the Department of Energy and Environmental Protection acting as program administrators in their respective service areas and are responsible for any subcontractors providing weatherization services under the U.S. Department of Energy Low-Income Weatherization Assistance Program through Memorandum of Agreement(s).

Connecticut Standard Work Specifications for Weatherization (SWS)

The Connecticut Standard Work Specifications for Weatherization, the guidance documentation given to “subgrantee(s)” to enable them to perform the services funded by grant and ensure safe, quality work. Copies are available by request to potential participants to allow for a more complete proposal.

Purpose

The purpose of this request for proposals (RFP) is to solicit responses for administering the Low-Income Weatherization Assistance Program in Connecticut. The Connecticut Department of Energy and Environmental Protection and the Connecticut Low-Income Weatherization Assistance Program staff intend to use this process to select one or more qualified subgrantee(s) to work within one or more of the defined service areas, or for a specific element of weatherization assistance services. Subgrantee(s) will be selected through the process required by state and federal laws, regulations, and procurement practices. All grantees and subgrantees must be a non-profit agency, community action agency, or unit of local government. The purpose of the Federal Department of Energy Low-Income Weatherization Assistance Grant is as follows:

- To increase the energy efficiency of dwellings owned or occupied by low-income persons, especially low-income persons who meet one of the following priority groups: elderly, persons with disabilities, and families with young children, families with 7 or more people, households with high energy use, and households with high energy burden.
- Reduce low-income household energy expenditures, and;
- Address identified health and safety concerns in low-income households within the scope of the program.

Activities conducted under the Weatherization Assistance Program pursuant to the above goals include but are not limited to: the insulation of sidewalls, attics, and foundations; heating system tune-up, repair, or replacement; water heater repair or replacement; air sealing; and other repairs necessary to address identified health and safety concerns, as allowable within program guidelines.

All potential proposals must include a completed cover sheet as is described in Attachment A and A-1, a complete proposal which has the information outlined in attachment B and described the areas to be serviced utilizing Attachment C for guidance. Any additional information that is applicable to the low-income weatherization services portion of this grant should be attached and clearly marked as a “*Weatherization Subgrantee Proposal*”.

Funding Source

Annual funding for the Connecticut Low-Income Weatherization Program is derived from the federal Department of Energy Low-Income Weatherization Assistance Program which is allocated by application of a statewide formula documented in Connecticut Weatherization Assistance Program Operations Manual.

The Connecticut allocation total is awarded to the Connecticut Department of Energy and Environmental Protection which is the designated grantee and administrator of the Connecticut Weatherization Assistance Program. Grant agreements issued to subgrantees will reflect actual funding and specific Scopes of Work. The Connecticut Department of Energy and Environmental Protection reserves the right to further negotiate the terms and conditions of the grant with the selected provider(s) and may utilize multiple resources within a given jurisdiction on a permanent or temporary basis as is deemed necessary to ensure continuity of services.

Grant Period

The Connecticut Low-Income Weatherization Assistance Program intends to select the most qualified subgrantee(s) for *Federal Program Year 2016 (July 1st 2016 – June 30th 2017)*. While the purpose of this RFP process is to identify providers for *Federal Program Year 2016*, future grant implementation periods may be longer depending on the program needs and federal grant funding cycles. Demonstrating a capacity to provide services on a long-term and ongoing basis is looked upon favorably in the review process to ensure continuity of services between grant cycles

Grant Funding

Please Note: A new allocation formula has been established for the 2016 Program Year. The changes are a result of reevaluating the changing socioeconomic characteristics of the state and federal funding levels. The methodology and reasoning behind the new allocation levels and unit goals are outlined in the Connecticut Weatherization Assistance Program Operations Manual. The allocations for Program Year 2016 will be determined based upon the 2016 Program Year grant to Connecticut from the U.S Department of Energy and utilizing the Program Year 2016 allocation formula for service providers.

Service Area PY 16	Subgrantee PY 15	Grant Funding PY 16	Unit Goal PY 16
1	CRT	\$769,561.80	180
2	ACCESS	\$791,806.71	185
3	CAANH	\$556,673.07	129
4	ABCD	\$560,488.73	130
5	NOI	\$788,898.89	184
Grant Total for PY 2016		\$3,467,429.21	808

Service Areas

The State of Connecticut has historically been divided into five (5) designated service areas. The designated service areas for the purposes of this request for proposal are explained in detail in *Attachment C- Connecticut Low-Income Weatherization Assistance Program Service Areas*. Each prospective proposer may submit multiple proposals and each proposal may cover one or multiple designated service areas. A prospective proposer may also submit a proposal for covering the state in its entirety. It is critical that any prospective proposer demonstrate the capacity to provide the required services in the service areas covered by the proposal. If the Connecticut Department of Energy and Environmental Protection is not satisfied with the demonstration of capacity then multiple providers may be assigned to cover a specified service area to ensure the needs of the grant are being met.

Procuring and Contracting Agency

The Grant agreement(s) resulting from this request for proposal will be administered by the Connecticut Department of Energy and Environmental Protection known as the “Grantee” for the purposes of this Grant. The official agency contact person for submitting responses to this Request for Proposal is:

Debra Morrell, Administrative Hearings Coordinator

Phone: (860) 827-2688

E-Mail: DEEP.EnergyBureau@ct.gov

Address: Connecticut Department of Energy and Environmental Protection

Bureau of Energy and Technology Policy

10 Franklin Square, New Britain, CT 06051

Attn: Connecticut Weatherization Assistance Program Request for Proposals

Please reference BETP 20160602 in the first line of your inquiry

Inquiries regarding this Request for Proposal:

Respondents may make inquiries or seek clarifications regarding this Request for Proposals anytime during the inquiry period listed in the *Calendar of Events*. To make an inquiry, prospective respondents must contact the Department of Energy and Environmental Protection at the email address below:

Debra Morrell, Administrative Hearings Coordinator

E-Mail: DEEP.EnergyBureau@ct.gov

Address: Connecticut Department of Energy and Environmental Protection

Bureau of Energy and Technology Policy

10 Franklin Square, New Britain, CT 06051

Attn: Connecticut Weatherization Assistance Program Request for Proposals

Please reference BETP 20160602 in the first line of your inquiry

Prospective respondents may submit questions to DEEP.EnergyBureau@ct.gov until the end of the inquiry period scheduled in the *Calendar of Events*. Any inquiries must be made in writing. Prospective respondents who submit an inquiry will not receive an individual response to the question; instead the Department of Energy and Environmental Protection will post the inquiry and official response on the [Connecticut Low-Income Weatherization Assistance Program Webpage](#) and [Energy Filings Page](#). The Department of Energy and Environmental Protection will respond to all properly submitted inquiries by the end date specified in the *Calendar of Events*.

Calendar of Events Listed below are important dates related to this Request for Proposal. The action with specific dates must be completed as indicated unless otherwise changed by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this Request for Proposal.

Release Request for Proposal	June 2, 2016
Inquiry Period Ends	June 15, 2016
Responses Due	July 1, 2016 by 4pm
Selection Process Completed	No later than August 31, 2016

Preparing and Submitting a Proposal

General Instructions

The evaluation and selection of a respondent and the contract to provide services will be based on the information submitted in the respondent's proposal. Failure to respond to each of the requirements in the Request for Proposal may be the basis for rejecting a proposal.

Incurring Costs

The State is not liable for any costs incurred by respondents in replying to this Request for Proposal. Current providers may not charge time for preparation of this Request for Proposal to their current or future weatherization grants.

Submitting the Proposal

Full Proposals are due by the date specified in the Calendar of Events and must be emailed or submitted electronically in PDF format, or sent to:

Debra Morrell, Administrative Hearings Coordinator

Phone: (860) 827-2688

E-Mail: DEEP.EnergyBureau@ct.gov

Address: Connecticut Department of Energy and Environmental Protection

Bureau of Energy and Technology Policy

10 Franklin Square, New Britain, CT 06051

Attn: Connecticut Weatherization Assistance Program Request for Proposals

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Disclosure on Proposals

All proposals must be submitted publicly and electronically, with confidential material redacted at the bidder's option, in accordance with the process set forth below. In order to be considered complete, proposals must include all information contained in appendices A, B, and C. Proposers may elect to submit a publicly available version of the proposal with redacted confidential information, in which case a proposer must also submit an un-redacted project proposal for the purposes of review and approval. If there is conflicting information between the original and redacted versions then both versions will be rejected. All information submitted electronically may be subject to Disclosure under the Connecticut Freedom of Information Act. The Department of Energy and Environmental Protection will not redact the proposal submitted through the electronic filings system. Anything submitted through the Energy Filings System website will be made available to the public on the Department of Energy and Environmental Protection's website.

*Please Note: The Department of Energy and Environmental Protection will afford due regard to the Bidder's request for the protection of confidential information which it receives. However, all materials associated with the Proposal are subject to the terms of the Connecticut Freedom of Information Act in section 1-220 et seq. of the General Statutes and all corresponding rules, regulations and interpretations. This law generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by statute (C.G.S. § 1-19(b)(5)). Confidential information must be isolated from other material in the proposal and labeled **CONFIDENTIAL**.*

Electronic Proposal Submission

In order to submit a proposal the bidder may either email the proposal to DEEP.EnergyBureau@ct.gov or may submit proposal(s) through the Department of Energy and Environmental Protection's E-filing system must first register for electronic filings on the Department of Energy and Environmental Protection's website at: <http://www.ct.gov/deep/energyfilings> . The Department recommends that respondents complete the registration process at least 24 hours prior to submitting their proposal. Proposals are submitted via the same link used for registration <http://www.ct.gov/deep/energy>.

Proposal Organization and Format

Respondents must submit a proposal that contains all of the required elements found in appendices A and B and scan any attachments in PDF format for submission. Scanned attachments must be titled and referenced to the Section of Proposal of which they are requested i.e. *“Section 2.1 Organizational Chart and Staff Qualifications”*.

Withdrawal of Proposals

Respondents may withdraw a proposal in writing at any time up to proposal submission deadline specified in the *Calendar of Events*. The written request must be signed by an authorized representative of the applicant and submitted to DEEP.EnergyBureau@ct.gov. If a previously submitted proposal is withdrawn before the proposal due date and time, the applicant may submit another proposal at any time up to the proposal due date and time.

Multiple Submissions

Multiple submissions from a single applicant will be considered. An applicant may submit a proposal individually and an additional proposal as part of a team. For example, an entity may submit a proposal to provide services to an individual service area, and may also submit a proposal as part of a team providing services statewide. All proposals may cover one, multiple, or all of the designated service areas as long as there is a demonstrated capacity to provide quality services within each proposal. For those respondents who have previously received funding through the Connecticut Department of Energy and Environmental Protection, past performance will be a factor considered in the approval process.

Proposal Selection and Award Process

In order to be deemed eligible for funding, respondents must meet eligibility requirements, meet the review criteria, and submit the elements contained within the attachments as is indicated below:

- See Attachment A for instructions on submitting a complete proposal.
- Attachment A-1 for a proposal cover page outline.
- Attachment B for required elements for a complete proposal.
- All proposals are expected to meet the requirements of this request for proposals.
- Proposals not submitted in the format required by Attachments A-1 and B will not be scored.
- Late proposals will not be reviewed.
- No supplemental or revised materials will be accepted after the scheduled date for submission except when specifically requested by the Department of Energy and Environmental Protection.

Criteria/Qualifications of Respondent Pursuant to 10 CFR Part 440

Pursuant to 10 CFR Part 440.15(a), DEEP must ensure that each respondent is a Community Action Agency or other public or nonprofit entity and that each respondent is selected on the basis of findings regarding:

- 1) The respondent’s experience and performance in weatherization or housing renovation activities;
- 2) The respondent’s experience in assisting low-income persons in the area to be served; and
- 3) The respondent’s capacity to undertake a timely and effective weatherization program.

Pursuant to 10 CFR 440.15, in selecting a subgrantee, preference is given to any Community Action Agency or other Public or Non-Profit entity which has, or is currently administering, an effective program under this part or under title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:

- 1) The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
- 2) The quality of work performed by the subgrantee;
- 3) The number, qualifications, and experience of the staff members of the subgrantee; and

- 4) The ability of the subgrantee to secure volunteers, training participants, public service employment workers and other Federal or State training programs.

The Department of Energy and Environmental Protection in accordance with standard practice reserves the right to:

- 1) Reject any and all proposals that fail to meet the provisions of the request for proposal;
- 2) Rebid a selected service area, requesting new proposals from qualified parties;
- 3) Waive or modify minor irregularities in proposals received;
- 4) Negotiate with subgrantees, within the requirements of the Request for Proposal, to best serve the interests of the State and the program recipients;
- 5) Require submission of modifications or additions to proposals as a condition of further participation in the selection process;
- 6) Fund any proposal in full or in part;
- 7) Adjust the dates for any reason it deems appropriate; and/or,
- 8) Include an interview as part of the review process

In addition the Department of Energy and Environmental Protection reserves the right to disqualify any respondent that is debarred, has a debt of funds to the state of Connecticut, or is otherwise prevented from contracting with the State of Connecticut for grant funds.

The State reserves the option of awarding more than one contract for a portion of the funding available through the discretionary use of multiple resources. In the instance that more than one provider is named, there will be no overlapping areas and areas within the state of Connecticut Service Areas will be assigned by zip code or other boundaries to the service areas defined in the previous year (Federal Program Year 2015). The State of Connecticut reserves the right to reassign one or more providers to a service area in the event that said service area is being under-served by the service provider assigned.

All relationships between respondents and partnering entities to provide weatherization assistance services of any kind will require a signed memorandum of agreement between the respondent and its partnering entities defining the terms of the relationship, which must be provided to the Department as part of the proposal. The quality of all Weatherization Assistance Program work funded by this grant and all reporting requirements will be the sole responsibility of the service provider awarded Weatherization Assistance Program funds.

Full proposals will be reviewed initially to determine if the requirements of this Request for Proposal are met. If no qualified respondents for a particular service area are found, the area will then be re-bid. Previous respondents would be eligible to re-submit amended proposals during this time and include missing documentation or correct deficiencies. The Department of Energy and Environmental Protection reserves the right to assign a provider to an un-served or under-served service area to ensure quality of services provided, per *10 CFR Part 440*.

Funding Guidelines

As stated above and reiterated here, submission of complete and accurate information as well as a demonstration of capacity to continually provide services on an ongoing basis will enhance the possibility of the proposal being selected for funding.

All work identified in any submitted proposal must be completed by June 30, 2017. Any seasonal constraints which may affect the project duration must be specifically discussed in the proposal.

Proposals which demonstrate a commitment to use funds from this grant to leverage funds from other sources to independently maintain a baseline of services without relying on this grant for personnel expenses are encouraged and will receive additional consideration.

If respondents believe funding beyond what is provided in this grant will be needed to complete the tasks in this grant, then such respondents must identify what matching or leveraged funds will be used to guarantee the completion of the work identified in the scope of work for this grant.

In accordance with federal and state statutes and the Department of Energy and Environmental Protection policy, no person shall be excluded from participation or subject to discrimination in the Request for Proposal process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

Contract Compliance Requirements (required for any proposal exceeding \$4,000.00)

See [CHRO website](#) for specific Contract Compliance forms. The following table will assist in determining which forms are required:

Contract Amount	Contract Compliance Monitoring Report Required – Affidavit for Certification of Subcontractors as MBE’s, as proposal.	Affirmative Action Plan Required	HRO Requires Pre Approval of Affirmative Action Plan
\$0-\$4,000.00	no paperwork required		
\$4,000.01 - \$9,999.99	No	No	N/A
Non-Public Works Contract			
\$10,000 - \$249,999.99	Yes	No	N/A
\$250,000 or more	Yes	Yes	No
Public Works Contract			
\$10,000 - \$50,000.00	Yes	No	N/A
\$50,000.01 - \$500,000	Yes	Yes	No
\$500,000.01 or more	Yes	Yes	Yes

Criteria Proposal Scoring

Eligible proposals will be received and evaluated using the Evaluation Criteria in *Attachment D*:

Award and Tiebreakers

The award for a particular service area will be granted to the highest scoring proposal(s). When considering competitive Service Areas, the score of the Incumbent Provider will be compared to the score of a Competing Provider. In the event that there is a tie in the score, the Incumbent Provider will be awarded the designated service area.

Notification of Intent to Award

All respondents who respond to this Request for Proposals will be notified in writing of the State’s intent to award the contract(s) as a result of this Request for Proposals. A public hearing(s) will be held as described in federal regulation, *10 CFR Part 440* to receive comments on the subgrantees selected for the program. Information about the public hearing will be made available on the Department of Energy and Environmental Protection website and will be issued through a public notice.

Final Decision

Upon final approval the Department of Energy and Environmental Protection will issue a contract to the selected provider(s) setting forth the terms and conditions for program participation. The agreement must be executed and returned to the Department of Energy and Environmental Protection for signature. The selected subgrantee(s) may begin program operations once the *contract* is fully executed and upon its effective date. If after the funds are obligated to a subgrantee and the subgrantee becomes ineligible or unable to participate in the grant the Department of Energy and Environmental Protection reserves the right to execute the *De-Obligation Clause* found in the *Connecticut Weatherization Assistance Program Operations Manual- Section 303-105*. The Grantee then will begin the process of Re-Obligation to ensure continuity of quality services throughout all designated service areas.

ATTACHMENT A
CONNECTICUT LOW-INCOME WEATHERIZATION ASSISTANCE PROGRAM REQUEST FOR PROPOSALS
INSTRUCTIONS FOR SUBMITTING A COMPLETE PROPOSAL

These proposal instructions have been designed to apply to all activities eligible for funding under this grant. Please read these instructions in their entirety and answer each question consecutively by number. These instructions have been designed to minimize the potential for incomplete proposals. Information required must be provided by completing the attached proposal cover sheet (Attachment A-1). Responses should be provided by attaching additional pages to the cover sheet. The level of detail required to fully answer each question is related to the scale and scope of the proposed project. Submission of complete and accurate information will enhance the chance of the proposal being selected for funding.

An original electronic file or PDF and an original printed copy of the proposal and other documentation must be mailed to the following address:

Debra Morrell, Administrative Assistance Coordinator
Phone: (860) 827 - 2688
E-Mail: DEEP.EnergyBureau@ct.gov
Address: Connecticut Department of Energy and Environmental Protection
Bureau of Energy and Technology Policy
10 Franklin Square, New Britain, CT 06051
Please reference BETP 20160602 in the first line of your proposal

Please Note: If no electronic copies are provided then 5 hard copies must be submitted.

Deadlines:

All proposals and supporting documentation must be received at the Connecticut Department of Energy and Environmental Protection by the proposal due date. Proposals or supporting documents received after that date and time will not be considered.

Please Note: All of the questions must be answered. If a question is not applicable to your particular proposal, please indicate "N/A". Do not leave the questions blank.

Please Note: Work under this grant must be completed by June 30, 2017. It is anticipated that the contracts will be an additional 4 weeks to complete the approval process once the signed contracts are returned to the Connecticut Department of Energy and Environmental Protection from the Subgrantee. Only expenses incurred after a contract has been properly executed will be deemed eligible for reimbursement. Such a timeline should be taken into account in determining a proposed schedule for the project.

ATTACHMENT A-1
CONNECTICUT LOW-INCOME WEATHERIZATION ASSISTANCE PROGRAM GRANT
COVER SHEET
(ALL ELEMENTS MUST BE INCLUDED AS PART OF A COMPLETE PROPOSAL)

Request for Proposal Number:

BETP 20160602

Respondent Contact Information

Name:

Street Address:

City, State, Zip

Phone:

Primary Contact Information: (if different from respondents)

Name and Title of Authorized Representative

FEIN # (or SSN)

Service Area(s) you are bidding on. Check all that apply.

- ☐ **Service Area 1 (formerly known as CRT)**
- ☐ **Service Area 2 (formerly known as ACCESS)**
- ☐ **Service Area 3 (formerly known as CAANH)**
- ☐ **Service Area 4 (formerly known as ABCD)**
- ☐ **Service Area 5 (formerly known as NOI)**

What type of Weatherization Services will you be delivering to the service area(s) you are bidding on? (Please separate each answer by Service area, you may use additional paper if necessary)

ATTACHMENT B
CONNECTICUT LOW-INCOME WEATHERIZATION ASSISTANCE PROGRAM
PROPOSAL
(ALL ELEMENTS MUST BE INCLUDED AS PART OF A COMPLETE PROPOSAL)

Elements of the Proposal

1 Cover Sheet (Elements required on your cover sheet):

- 1.1 Name, Address and Phone Number of Respondent:
- 1.2 Name, Address and Phone Number of Contact (if different from respondent):
- 1.3 Name and Title of Authorized Representative:
- 1.4 Federal Employment Identification Number/Social Security Number:
- 1.5 What type of business are you? Community Action Agency, Non-Profit, Local Government
- 1.6 Service Area(s) your proposal covers:

2 Respondent's Qualification

- 2.2 Required elements in the Cover Letter and Executive Summary of the Proposal
- 2.3 Experience the Connecticut Low-Income Weatherization Program or similar Low-Income Weatherization Work on Residential Properties
- 2.4 Ability to Meet Production Goals
- 2.5 Ability to Produce Quality Work
- 2.6 Ability to Maintain Production Standards
- 2.7 Most Recent Audited Financial Statement

3 Work Plan

- 2.8 Management Methodology
- 2.9 Service Delivery Method (Direct Hire or Contract Hire)
- 2.10 Client Outreach & Customer Education
- 2.11 Integration with other services and programs for income-eligible households
- 2.12 Production Oversight and Resource Management
- 2.13 Leveraging of Other Funds
- 2.14 Budget
- 2.15 Contingency Plan
- 2.16 Monitoring and Quality Control (In-House or Direct Hire)

3 Assigned Personnel

- 3.2 Organizational Structure
- 3.3 Demonstrated Adequate Staffing
- 3.4 Demonstrated Qualification (Attached Resumes and Certifications)
- 3.5 Training and Technical Assistance Plan (Proposer's Level Only)

4 Readiness to Proceed

- 4.2 Demonstrated Ability to Perform Program Operations in the Designated Service Area(s)
- 4.3 Demonstrated Ability to Begin Work Upon Execution of The Service Provider Contract

ATTACHMENT C
CONNECTICUT LOW-INCOME WEATHERIZATION ASSISTANCE PROGRAM
WEATHERIZATION ASSISTANCE PROGRAM SERVICE AREAS
(FOR REFERENCE ONLY)

Municipality	PY 2015 Incumbent Provider	PY 2016 Service Area Identifier
Andover	ACCESS	2
Ansonia	CAANH	3
Ashford	ACCESS	2
Avon	CRT	1
Barkhamsted	NOI	5
Beacon Falls	CAANH	3
Berlin	NOI	5
Bethany	CAANH	3
Bethel	NOI	5
Bethlehem	NOI	5
Bloomfield	CRT	1
Bolton	ACCESS	2
Bozrah	ACCESS	2
Branford	ABCD	4
Bridgeport	ABCD	4
Bridgewater	NOI	5
Bristol	CRT	1
Brookfield	NOI	5
Brooklyn	ACCESS	2
Burlington	CRT	1
Canaan	NOI	5
Canterbury	ACCESS	2
Canton	CRT	1
Chaplin	ACCESS	2
Cheshire	NOI	5
Chester	CRT	1
Clinton	CRT	1
Colchester	ACCESS	2
Colebrook	NOI	5
Columbia	ACCESS	2
Cornwall	NOI	5
Coventry	ACCESS	2
Cromwell	CRT	1
Danbury	NOI	5
Darien	ABCD	4
Deep River	CRT	1
Derby	CAANH	3
Durham	CRT	1
East Granby	CRT	1
East Haddam	CRT	1
East Hampton	CRT	1
East Hartford	CRT	1
East Lyme	ACCESS	2
East Windsor	ACCESS	2
Eastford	ACCESS	2
East Haven	CAANH	3
Easton	ABCD	4
Ellington	ABCD	4
Enfield	CRT	1
Essex	CAANH	3

Fairfield	ABCD	4
Farmington	CRT	1
Franklin	ACCESS	2
Glastonbury	CRT	1
Goshen	NOI	5
Granby	CRT	1
Greenwich	ABCD	4
Griswold	ACCESS	2
Groton	ACCESS	2
Guilford	CRT	1
Haddam	CRT	1
Hamden	CAANH	3
Hampton	ACCESS	2
Hartford	CRT	1
Hartland	NOI	5
Harwinton	NOI	5
Hebron	ACCESS	2
Kent	NOI	5
Killingly	ACCESS	2
Killingworth	CRT	1
Lebanon	ACCESS	2
Ledyard	ACCESS	2
Lisbon	ACCESS	2
Litchfield	NOI	5
Lyme	ACCESS	2
Madison	CRT	1
Manchester	CRT	1
Mansfield	ACCESS	2
Marlborough	CRT	1
Meriden	NOI	5
Middlebury	NOI	5
Middlefield	NOI	5
Middletown	CRT	1
Milford	ABCD	4
Monroe	ABCD	4
Montville	ACCESS	2
Morris	NOI	5
Naugatuck	NOI	5
New Britain	CRT	1
New Canaan	ABCD	4
New Fairfield	NOI	5
New Hartford	NOI	5
New Haven	CAANH	3
New London	ACCESS	2
New Milford	NOI	5
Newington	CRT	1
Newtown	NOI	5
Norfolk	NOI	5
North Branford	CAANH	3
North Canaan	NOI	5
North Haven	CAANH	3
North Stonington	ACCESS	2
Norwalk	ABCD	4
Norwich	ACCESS	2
Old Lyme	ACCESS	2

Old Saybrook	CRT	1
Orange	CAANH	3
Oxford	CAANH	3
Plainfield	ACCESS	2
Plainville	ACCESS	2
Plymouth	NOI	5
Pomfret	ACCESS	2
Portland	CRT	1
Preston	ACCESS	2
Prospect	NOI	5
Putnam	ACCESS	2
Ridgefield	NOI	5
Redding	NOI	5
Rocky Hill	CRT	1
Roxbury	NOI	5
Salem	ACCESS	2
Salisbury	NOI	5
Scotland	ACCESS	2
Seymour	CAANH	3
Sharon	NOI	5
Shelton	CAANH	3
Sherman	NOI	5
Simsbury	CRT	1
Somers	ACCESS	2
South Windsor	CRT	1
Southbury	NOI	5
Southington	NOI	5
Sprague	ACCESS	2
Stafford	ACCESS	2
Stamford	ABCD	4
Sterling	ACCESS	2
Stonington	ACCESS	2
Stratford	ABCD	4
Suffield	CRT	1
Thomaston	NOI	5
Thompson	ACCESS	2
Tolland	ACCESS	2
Torrington	NOI	5
Trumbull	ABCD	4
Union	ACCESS	2
Vernon	ACCESS	2
Voluntown	ACCESS	2
Wallingford	NOI	5
Warren	NOI	5
Washington	NOI	5
Waterbury	NOI	5
Waterford	ACCESS	2
Watertown	NOI	5
West Hartford	CRT	1
West Haven	CAANH	3
Westbrook	CRT	1
Weston	ABCD	4
Westport	ABCD	4
Wethersfield	CRT	1
Willington	ACCESS	2

Wilton	ABCD	4
Winchester	NOI	5
Windham	ACCESS	2
Windsor	CRT	1
Windsor Locks	CRT	1
Wolcott	NOI	5
Woodbridge	CAANH	3
Woodbury	NOI	5
Woodstock	ACCESS	2

ATTACHMENT C-1
PROJECTED GRANT AMOUNTS FOR FEDERAL PROGRAM YEAR 2016
GRANT FUNDING FOR CONNECTICUT WEATHERIZATION ASSISTANCE PROGRAM GRANT
(FOR REFERENCE ONLY)

Service Area	Subgrantee PY 15	Grant Funding PY 16	Unit Goal PY 16
1	CRT	\$769,561.80	180
2	ACCESS	\$791,806.71	185
3	CAANH	\$556,673.07	129
4	ABCD	\$560,488.73	130
5	NOI	\$788,898.89	184
Grant Total for PY 2016		\$3,467,429.21	808

Please Note: A new allocation formula has been established for the 2016 Program Year. The changes are a result of reevaluating the changing socioeconomic characteristics of the State. To better explain the methodology and reasoning behind the new allocation levels and unit goals please review the Connecticut Weatherization Assistance Program Operations Manual. The allocations for Program Year 2016 will be determined based upon the 2016 Program Year grant to Connecticut from The Department of Energy and utilizing the Program Year 2016 allocation formula for subgrantees.

ATTACHMENT D
CONNECTICUT LOW-INCOME WEATHERIZATION ASSISTANCE PROGRAM
PROPOSAL SCORING CRITERIA
(FOR REFERENCE ONLY)

<u>Description</u>		<u>No Credit</u>	<u>Partial Credit</u>	<u>Full Credit</u>
1 Cover Sheet				
1.1	Required elements in the Cover Sheet and Executive Summary of the Proposal (<i>No partial credit given for section 1.1</i>)	0	1	2
Category 1 Sub-Total:				
2 Respondent's Qualification				
2.1	Experience with the Connecticut Low-Income Weatherization Program or similar Low-Income Weatherization Work on Residential Properties	0	1	2
2.2	Ability to Meet Production Goals	0	1	2
2.3	Ability to Produce Quality Work	0	1	2
2.4	Most Recent Audited Financial Statement	0	1	2
Category 2 Sub-Total:				
3 Work Plan				
3.1	Management Methodology	0	1	2
3.2	Service Delivery Method (Direct Hire or Contract Hire)	0	1	2
3.3	Client Outreach & Customer Education	0	1	2
3.4	Integration with other services and programs for income-eligible households	0	1	2
3.5	Production Oversight and Resource Management	0	1	2
3.6	Leveraging of Other Funds	0	1	2
3.7	Contingency Plan	0	1	2
3.8	Monitoring and Quality Control (In-House or Direct Hire)	0	1	2
Category 3 Sub-Total:				
4 Assigned Personnel				
4.1	Organizational Structure	0	1	2
4.2	Demonstrated Adequate Staffing	0	1	2
4.3	Demonstrated Qualification (Attached Resumes and Certifications)	0	1	2
4.4	Training and Technical Assistance Plan (Proposer's Level Only)	0	1	2
Category 4 Sub-Total:				
5 Ability and Readiness To Commence Operations				
5.1	Demonstrated Ability to Perform Program Operations in the Designated Service Area(s)	0	1	2
5.2	Demonstrated Readiness to Commence Work Upon Execution of The Service Provider Contract	0	1	2
Category 5 Sub-Total:				
Total Proposal Score:				

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